

ProcureAz Alert

Date: February 5, 2016

To: State Agencies

From: ProcureAZ Help Desk

Re: ProcureAZ Alert – Schedule Document Unlock Process

Documents locked in a pending status over the past two days (2/3/16 - 2/4/16) in ProcureAZ will be unlocked tonight after close of business. Attached is the list of 17 requisitions that were found to be stuck in locked status this morning (no other document types were found in this particular status):

Agency	Nbr of Reqs	Estimated Cost
ADOC	5	\$ 12,242.92
ADOT	2	\$ 1,534.90
ADPS	1	\$ 2,729.09
ADSPO*	9	\$ 1,144,637.66
Grand Total	17	\$ 1,161,144.57

*4 for ADOR and 5 for ADOA

A follow up email will be sent to the agencies with requisitions on the list after the unlock process is complete.

The next scheduled day to unlock documents is Friday, February 19th.

If you have any questions or concerns, please contact the Help Desk at 602-542-7600, option 3, or email procure@azdoa.gov.

Thank you!

PROCUREAZ HELP DESK
602-542-7600
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